

WEATHERIZATION APPLICATION INSTRUCTIONS

(PLEASE READ THE INSTRUCTIONS PRIOR TO FILLING OUT AND SUBMITTING THE APPLICATION)

1. If you are submitting your application by mail or in person disregard the instructions to scan or take a picture of you documents you will still need to submit a copy of each document.
2. Complete all portions of the application.
3. Income is required for all persons living in the home 18 or older. Submit proof of income with your application.
 - a. If anyone in the home 18 or older does not have any income, download the Form 34 Certification of Zero Income. The form must be signed and notarized and uploaded with your application (May be scanned or a picture.)
 - b. If anyone in the home has retirement or disability income submit a copy of your award letter for retirement, VA disability or Social Security and uploaded with your application. (May be scanned or a picture.)
 - c. If anyone in the home has income from wages submit at least one month of payroll vouchers and uploaded with your application. (May be scanned or a picture.)
 - d. If anyone in the home is self-employed submit a current copy of their IRS Form 1040 and uploaded with your application. (May be scanned or a picture.)
 - e. **Do Not Submit Bank Statements, they will not be accepted and only delay your application.**
4. Submit a copy of your deed if a home owner with the application. (May be scanned or a picture).
5. If you are a renter submit a copy of your lease. (May be scanned or a picture.)
 - a. Download a copy the Form 29 Lease Agreement, you and your landlord must sign the form and upload with your application. (May be scanned or a picture.)
6. Submit copies of your gas and electric bill. (May be scanned or a picture.)
7. Sign the application in four places. If submitting on line type your name in the signature block.
 - a. Bottom of page three.
 - b. The Radon Consent (There are no homes in our service areas that are in Zone 1 or 2.)
 - c. The Carbon Monoxide Testing Permission, check Yes and sign, if you check no then your home will not be considered for weatherization.
 - d. The Conflict of Interest Form.